



Serve Delaware Full Commission Meeting

Thursday March 17, 2016

Williams State Service Center, Dover DE
9:00a.m. – 12:05p.m.

PURPOSE Full Commission Business Meeting	ATTENDEES Commissioners Present: Cystal Biles (ex officio), John Danzeisen, Sara Funaiock, Kanani Hines, Susan Keene Haberstroh, Sharon Morgan, Justina Pedante, Gary Pippin, Enid Wallace-Simms, Georgeanna Windley Proxy: Margarita Rodriguez-Duffy (live via phone until 10:27am) Commissioners Absent: Gerald Brady, Nancy Chirdon Forster, Jeffrey Lank, Marguerite Prueitt, Rob Schroeder, Bryan Shupe SOV Staff Present: Cynthia Manlove, Guadalupe Murphy, Deborah Tokarski, Luz Vasquez-Guzman & Charles Harris arrived at 11:50am due to training	NOTE TAKER Guadalupe Murphy
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:00am by Gigi Windley, Chair of the Commission.

PUBLIC COMMENT – None

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken to determine a quorum. Article V, Section 5.2 states that; *a quorum shall exist when forty percent of the voting members of the Commission are present. Phone, electronic and paper proxies count towards the determination of a quorum.*

Six voting commissioners were in attendance by 9:00 a.m. and there was a quorum.

AGENDA ADDITIONS/DELETIONS

Approval of Agenda – March 17, 2016 (Revised):

- Reordering of items already on the agenda. Moved Financial Report and Executive Director's Report further down on the agenda.

Motion #1: Commissioner Danzeisen moved to approve the revised agenda.

Second: Commissioner Morgan

Discussion: None

Vote: **Yes:** Commissioners Danzeisen, Keene Haberstroh, Morgan, Pedante, Windley

No: none

Proxy: Commissioner Rodriguez-Duffy

All in Favor. Motion passed

MINUTES

Approval of Minutes from the January 11, 2016 Full Commission Meeting (Revised)

- Page three, paragraph four: correct spelling to *representatives*, correct the spelling to *Mikel Herrington* and correct title to *Acting Director of Senior Corps*.

Motion #2: Commissioner Pedante moved to approve the revised meeting minutes.

Second: Commissioner Danzeisen

Discussion: Commissioner Danzeisen expressed his appreciation of the quality of the minutes on behalf of the Commission.

Vote: **Yes:** Commissioners Danzeisen, Keene Haberstroh, Morgan, Pedante, Windley

No: None

Proxy: Commissioner Rodriguez-Duffy

All in Favor. Motion passed.

CNCS UPDATE

Commissioner Crystal Biles reported that Autumn Rose who used to be part of the Governor's Commission as the CNCS Maryland/Delaware State Program Specialist, has transitioned into the AmeriCorps Grants Office in Washington as an Audit Resolution Specialist.

Commissioner Biles also reported that the Senior Corps Grants have been awarded and that the RSVP Kent County program was awarded a new grant on the same level of funding. This grant will begin their 3 year funding period.

The AmeriCorps VISTA program (Volunteers In Service To America) is actively recruiting potential grantees in Delaware. Commissioner Biles requested that Commissioners share information about VISTA program with anyone who is interested in learning more about the program and/or becoming a grantee. More information can be found at nationalservice.gov or by calling Commissioner Biles at 410-962-4443.

VISTA will be hosting a multi-statewide training for those in Maryland, Delaware and DC. The training will be held on April 11-12, 2016 and will focus on racial injustice. The training will be held in Baltimore, Maryland.

VISTA programs in Delaware include:

- Delaware Division of Libraries
- Jobs for Delaware Graduates
- TeenSHARP-Delaware
- Delaware Economic Development Office (completed)

Commissioner Danzeisen suggested that time be set aside at a Full Commission meeting to learn more about the VISTA program and to learn more of how the Commission could be more involved in advocating for the AmeriCorps program.

ACTION ITEM: Commissioner Rodriguez-Duffy will distribute the VISTA program contacts to all the Commissioners.

EXECUTIVE COMMITTEE REPORT

- Delaware Volunteer Credit (DVC)
 - Commissioners Funaiock and Prueitt will be heading the Delaware Volunteer Credit (DVC) task force
 - Commissioner Wallace-Simms has a contact list for all the Principals and Superintendents in the state that can assist the Commission in reaching out in inquiring on whom already gives credit to their students for volunteer hours.
- Segal AmeriCorps Education Award – the goal is to get it into at least one college in Delaware to match the Segal Award
 - Commission Chair Windley reported that she will be meeting with the DSSC and SOV staff to construct a memorandum that will be sent to Mrs. Markell and Secretary Landgraf regarding the Commission's volunteer initiatives and a request for their assistance. The Communication Protocol Meeting will be held on 3/29 at 1:30PM.
 - Commissioners Pedante and Keene Haberstroh will be leading the Segal Award task force along with the following Commission:

- Commissioner Wallace-Simms: Delaware State University (DSU)
 - Commissioner Windley: Wesley College
 - Commissioner Pippin: Delaware Technical Community College
 - Commissioner Pedante: Wilmington University
- Commission Chair Windley reported that at the February Executive Committee Meeting Sally Wojcieszyn from Delaware Economic Development Office (DEDO) presented her experience in working with the Commission, CNCS and the SOV. The challenges included: Health insurance for members, Timekeeping tool, Payroll, Criminal Background Checks; Recruitment; Late notice of mandatory AmeriCorps events. They recommended the following: Workshops year round on AmeriCorps state grant opportunities; On-line technical training to discuss/review start up topics such as healthcare, background checks, team building; Assistance with recruitment and schedule or calendar for mandatory AmeriCorps events. Commissioner Hines commented that although this program's experience had some unique challenges and was not representative of all the AmeriCorps programs but that DEDO did have constructive feedback on their experience as an AmeriCorps grantee and recommendations on how the Delaware AmeriCorps program could be improved.
 - Commissioner Lank has agreed to serve as the Chair of the Administration and Finance Committee. Commissioner Chirdon Forster will also be part of the committee and will be starting to work on policy and procedural reviews.
 - Commissioner Pippin spoke at the Joint Finance Committee (JFC) on behalf of SOV and the Commission. Deputy Director Cynthia Manlove reported on the JFC meeting. One of the concerns that came from the JFC meeting was the possibility of additional funds being cut for the Volunteer Delaware 50+ program which already lost a significant amount of federal funds. At the JFC meeting Senator Bushweller spoke on behalf of the Modern Maturity Center and tried to show that the State Office of Volunteerism did not need all the funds that they are receiving.

Commission Chair Windley commented that this might be a misunderstanding and that Senator Bushweller might not understand what Volunteer Delaware 50+ program is and all that it does to support volunteerism in New Castle and Sussex County. Commissioner Windley suggested that it might be helpful for CNCS to talk directly with Senator Bushweller to learn more about CNCS programs and its view on volunteerism.

Commissioner Biles offered to attend any upcoming meetings with Senator Bushweller as a CNCS Representative. She also wanted to know if the Kent County RSVP Program receives any funds from the state, in addition to the funds that they are receiving directly from CNCS, to support the program. Deputy Director Cynthia Manlove stated that the Modern Maturity Center receives a modest amount of funds from the state as a pass-through agency. The Modern Maturity Center also receives other federal and state funds to support their other programs within the center. Commissioner Biles also wanted to clarification if since the time that the RSVP/Volunteer Delaware 50+ program lost federal funding, has state funds to support the Kent County RSVP program been cut? Deputy Director Manlove stated no.

Commission Chair Windley requested a three year historical documentation for the RSVP state and federal funding in NCC and Sussex County from DSSC/SOV. The programs have already lost 1/3 of its funding and cannot afford to lose more and still be expected to have the same impact and results.

Motion #3: Commissioner Pedante moved to request a meeting with Senator Bushweller to discuss the issue of funding for the RSVP/Volunteer Delaware 50+ program in New Castle and Sussex County. Attendance should comprise of members of the Commission, to include CNCS Representative Crystal Biles, Commission Chair Georgeanna Windley, Volunteer Delaware 50+ Liaison John Danzeisen and Commission staff.

Second: Commissioner Wallace-Simms

Discussion: None

Vote: Yes: Commissioners Danzeisen, Funaiock, Hines, Keene Haberstroh, Morgan, Pedante, Pippin, Wallace-Simms, Windley

No: None

Proxy: Commissioner Rodriguez-Duffy

All in Favor. Motion passed.

ACTION ITEMS:

- Commissioner Windley requested that Commissioners Pedante and Keene Haberstroh be invited to the 3/29 Communication Protocol Meeting.
- Executive Director, Luz Vasquez-Guzman will inform the Commission at the next meeting on the process of the Delaware Volunteer Credit (DVC) and SOV's level of involvement.
- DSSC/SOV will provide the Commission with a three year historical documentation of the federal and state funding for the RSVP program in NCC and Sussex County

PROJECT TEAM ASSIGNMENTS AND UPDATES

- Structure and Roles Committee: Commissioner Danzeisen reported that the committee is still continuing to meet and are in the process of preparing a summary report that will layout the history and impediments to improving the success and performance as a Commission and exploring the various structural options to consider. Commissioner Windley reported that the committee has actively been meeting with the Community Foundation and other state agencies to explore new ways to build capacity. Commissioner Wallace-Simms suggested that the committee also reach out to the Delaware Grantmakers Association as another possible partner. Members of the Delaware Grantmakers include various foundations and corporations who make philanthropic contributions in Delaware.

Motion #4 – RECESS: Commissioner Pedante moved to take a ten minute recess.

Second: Commissioner Morgan seconded.

All in Favor. Motion passed.

Motion #5 –ORDER: Commissioner Keene Haberstroh moved that the Commission meeting come back to order.

Second: Commissioner Pippin seconded the motion.

All in Favor. Motion passed.

FINANCIAL REPORT

Commissioner Pippin reported that he received the February Time & Effort Reports for the staff included in the 2016 Commission Support Grant. He also presented the final 2015 Expense Summary Reports (January – December 2015) and the current 2016 Expense Summary Report (January 1, 2016 - February 29, 2016). Missing financial reports included the AmeriCorps sub grantees program financial and membership reports.

The Commission discussed a possible partnership with the Miss Delaware Organization to work with one another to promote volunteerism in Delaware.

Motion #6: - Commissioner Hines moved to budget out the marketing plan as it relates to the \$10,000 listed in the Advertising line item of the 2016 Commission Support Grant Budget to include the Miss Delaware Organization

Second: Commissioner Pippin seconded.

Discussion: Commissioner Wallace-Simms offered the Commission to have Delmarva Power print out the State Service Plan document and any other advertising documents as an in-kind donation.

Vote: Yes: Commissioners Danzeisen, Funaiock, Hines, Keene Haberstroh, Morgan, Pedante, Pippin, Wallace-Simms, Windley

No: None

Proxy: Commissioner Rodriguez-Duffy

All in Favor. Motion passed.

ACTION ITEMS:

- The Commission requested that the AmeriCorps programs' financial reports (formula & competitive grants) and the membership reports be included in all future meeting packets in addition to the Commission Support Grant financial reports.
- The Executive Committee will be discussing with the Executive Director and staff the spending plan for the \$10,000.00 advertising funds.

VOLUNTEER COMMITTEE ACTIVITIES

- Delaware Conference on Volunteerism: Commission Vice-Chair Funaiock reported on the upcoming conference that will be held on March 24, 2016 and encouraged other Commissioners to attend since it is free of charge for them. The interactive volunteer project at this year's conference will be Scrolls for Troops. It is an organization that tries to bring happiness and cheer to the men and women of the armed forces by sending scrolls of gratitude from people back home.
- Governor's Youth Volunteer Service Awards: Set date is for May 19, 2016 at Polytech High School. Nominations are due on April 8th. Nomination packets will be sent to reviewers on April 15th. Winners will be chosen and submitted to the Secretary's office by close of business (COB) on Friday April 22nd. All the judges will submit their scores the night before the April 22nd meeting. April 26th is the target date to announce the award winners. Cocktails will be from 5-6pm and the awards will begin at 6:00pm.

Seven judges are still needed to review and select the winners. The selection committee will be meeting on April 22nd in Dover at the Williams State Service Center at the proposed time of 9:00am.

Motion #7: Commissioner Danzeisen moved to reschedule May 19, 2016 Full Commission Meeting from 9:00am-12:00pm to 1:00pm-4:00pm provided there is a quorum.

Second: Commissioner Pippin

Discussion: None

Vote: Yes: Commissioners Danzeisen, Funaiock, Hines, Keene Haberstroh, Morgan, Pedante, Pippin, Wallace-Simms, Windley

No: None

Proxy: Commissioner Rodriguez-Duffy

All in Favor. Motion passed.

- Mayor and County Recognition Day for National Service: The national date is April 5, 2016; however other events can still occur during the month of April and count towards the recognition.

All those participating in the day of recognition are encouraged to register with CNCS at www.nationalservice.gov under Special Initiatives. When finalized a list of those participating in the Mayor and County Recognition Day for National Service should be sent out to the Commissioners to encourage support and participation.

Sussex County Council and the Sussex County Association of Towns have agreed to participate in the recognition day. The Commission has been tentatively scheduled to speak at the Sussex County Association of Towns in May. This will be an opportunity to speak to all the mayors, commissioners and county council members about this Commission and all that they do.

ACTION ITEMS: Commission Chair Windley will send an email out to the Commissioners inviting them to participate on the Youth Awards selection committee.

AMERICORPS PROGRAM STATUS

Commission Vice-Chair Hines reported on a successful AmeriCorps Week which was held from March 5-12, 2016. She announced and welcomed the Commissioners to attend the Life After AmeriCorps Conference on March 31, 2016 at

the Sheraton Wilmington South Hotel. Commissioner Hines also presented the AmeriCorps Connection Newsletter that the AmeriCorps Program Officer put together and a six page *How Commissioners Can Help Recruit Quality AmeriCorps Grant Applicants* document from the AmeriCorps Program Director.

Program liaisons are still needed for Delaware State Parks and Great Oaks. It was requested that a liaisons duties description be provided to help Commissioners understand the role and commitment level of a program liaison.

ACTION ITEMS: The dates for the AmeriCorps Information Session and AmeriCorps week will be added to the consolidated calendar.

RELATED PROGRAM UPDATES

Commissioner Danzeisen reported that everything is going very well with the Volunteer Delaware 50+ program; the new Program Manager in NCC, Norma Testa has been a great contribution to the program. Funds have been secured to support the recognition event.

STATE SERVICE PLAN UPDATE

A copy of a draft version of the State Service Plan was distributed to the Commissioners the final graphics just need to be added and it will then be ready for printing. The final version will be submitted to the Commission for approval at the May 19th Full Commission meeting.

EVENT UPDATES

This year the Delaware Volunteer Week will occur from April 10-16, 2016 as part of the National Volunteer Week. In the spirit of volunteerism Commissioner Pippin will be participating in the MS walk.

On April 18, 2016 Commissioner Kanani Hines will be receiving the YWCA Geneva for Youth Leadership Award.

AGENDA ITEMS FOR THE MAY 19 FULL COMMISSION MEETING

- Information session to learn more about the VISTA Program
- Luz Vasquez-Guzman will report on the process of the Delaware Volunteer Credit
- Submission of the State Service Plan for approval

ADJOURN

Motion #8: Commissioner Pedante moved that the Commission meeting be adjourned.

Second: Commissioner Danzeisen seconded the motion.

All in Favor. Motion passed.

Business Meeting was adjourned at 12:05pm.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary